

MAINTENANCE ASSISTANT I *

DISTINGUISHING FEATURES OF THE CLASS: This is semi-skilled mechanical work involving mechanical aptitude and maintenance skills in the use of a variety of hand tools. The work may be performed in one or several mechanical fields and may be performed alone or as a team member. This position differs from Maintenance Helper in the higher level skill involved in performing the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs routine and preventive maintenance;
Removes and replaces broken or defective units, parts, assemblies, etc. requiring minimal adjustments;
Checks for operating efficiency of mechanical or electrical systems by routine reading of gauges and other measuring devices;
Provides semi-skilled working assistance to skilled maintenance personnel;
Maintains, trouble-shoots repairs and installs or removes structures, equipment, pipes, valves, etc. under the supervision of a higher-level employee;
May operate machine shop bench equipment;
May make simple welding repairs;
May do routine hand or spray painting;
May operate electric or gasoline powered tools or equipment;
May assist in moving furniture, supplies and equipment;
May assist in cleaning and grounds work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the tools, terminology and practices used in the repair and maintenance of physical structures, equipment and/or grounds; skill in the use of a variety of hand and power tools; ability to understand and follow oral and written directions; mechanical aptitude.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one (1) year of maintenance experience, which must have included mechanical or electrical work other than as an equipment operator.

NOTE: Work, schooling or military service may be substituted for high school on a year for year basis.

*This reflects the retitling of Maintenance Assistant effective 01.01.1992.

R.C.D.P. (09.16.2010) 08.06.2015
Non-competitive